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DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

S: 19 Apr 99

REPLY TO
ATTENTION OF:

07 APR 1999

MEMORANDUM FOR COMMANDERS/DIRECTORS, MAJOR SUBORDINATE
COMMANDS, AND FIELD OPERATING ACTIVITIES

SUBJECT: Personal Property Loss and Damage

1. References:


- a. AR 735-5, 31 Jan 98, subject: Policies and Procedures for Property Accountability.
- b. AR 710-2, 31 Oct 97, subject: Inventory Management Supply Policy Below the Wholesale Level.

2. Review of the loss and damage data you submit quarterly indicates a general lack of emphasis on individual liability. Total loss and damage reported during FY 98 was approximately \$2.8M. Loss and damage reported for 1st Qtr FY 99 was approximately \$1.3M. Yet only \$36K in FY 98 and \$5K so far in FY 99 was assessed to individuals.

3. Property accountability depends on Commander/Director involvement and emphasis on individual responsibility. As Commanders, you have the obligation to ensure proper custody and safekeeping of Government property. This includes taking appropriate administrative or disciplinary measures when necessary. Your emphasis on the stewardship of property is vital to ensuring that supervisors and individuals take their responsibilities seriously and are held accountable for their actions. All persons entrusted with Government property are responsible for its proper use, care, custody and safekeeping. Supervisors must maintain a climate that will facilitate and ensure the proper care and use of Government property. Individuals have personal responsibility to exercise reasonable and prudent actions to properly use, care for, and safeguard all Government property in their possession.

4. I charge you to review your data (Enclosure 1) and evaluate the entire process for obtaining relief of responsibility for property accountability in accordance with references and questions at Enclosure 2. You will provide the results of your evaluation and action plans NLT 19 Apr 99 and be prepared for discussion at the USACE Leaders' Workshop during ENFORCE XXI-99.

2 Encls
as


JOEN N. BALLARD
Lieutenant General, USA
Commanding